



To: City Auditors/Town Accountants  
From: Gerard D. Perry, Director of Accounts  
Date: August, 2008

The Bureau of Accounts strongly encourages completion of the FY2008 Schedule A on the Division of Local Services' Gateway system. If you have a password, you may begin to enter data immediately. If you have any questions on this system, please contact Dave Davies at 617-626-2383. The automated Schedule A program with downloading instructions will not be available until August 25<sup>th</sup>.

For FY2008, the Schedule A will also include:

- form KAR-1 (on Gateway and automated program);
- a copy of our Guidelines and Reference Material for Preparing Schedule A;
- a Reconciliation of Cash Receipts to Revenues and Cash Disbursements to Expenditures for Statutory communities.

Only the Gateway or downloaded program format will be accepted.

**The FY2008 form is substantially the same as in FY2007, with the exception of the Compensation and Benefits Survey, which is not requested for FY2008's Schedule A submission.**

Please refer to pages 2 and 3 of the Schedule A Guidelines and Reference Material for FY2008 instructions. Special care must be taken when reporting health care expenses for communities with a self-insured Health Care Trust Fund pursuant to M.G.L. Chapter 32B §3A. For FY2008 Schedule A reporting purposes only, in a city or town with such a fund, please report as follows:

- In any applicable fund, report employer share expenditures as Transfers To Other Funds only. Also report these expenditures as Transfers From Other Funds in Part VI, Trust Funds, Health Claims – City/Town Share;
- In Part VI, report employer share expenditures as Expenditures in the Trust Funds, Health Claims – City/Town Share column;
- In any applicable fund, report employee share expenditures as part of Salary and Wages and as Transfers To Other Funds. Also report these expenditures as Transfers From Other Funds in Part VI, Trust Funds, Health Claims – Employee Share;
- In Part VI, report employee share expenditures as Expenditures in the Trust Funds, Health Claims – Employee Share column;
- If your city or town is a member of a Joint Purchase Agreement pursuant to Massachusetts General Laws Chapter 32B §12, report premium expense in Part II, as Health Insurance only.

**The FY2008 Schedule A due date is October 31, 2008.**

Massachusetts General Laws provide for the withholding of local aid payments to cities and towns that do not submit a Schedule A to the Bureau timely. Further, these local aid payments if not made before the close of the State's accounts payable period may revert to the Commonwealth's General Fund. The Department of Revenue intends to continue this policy of withholding March 31<sup>st</sup> and June 30<sup>th</sup> aid payments pursuant to these provisions for failure to file Schedule A.

If you use the Gateway system, submit only the reconciliation of cash for statutory communities page if applicable to your Bureau of Accounts field representative.

If you use the automated program, save the completed program to a diskette and E-mail the program to [DATABANK@dor.state.ma.us](mailto:DATABANK@dor.state.ma.us) indicating on the subject line your community's name and "Schedule A FY2008". Do not forward a diskette. Completion of Part XII (except for signature) will be considered your official electronic signature. Separately forward the reconciliation page if applicable to your Bureau of Accounts field representative. Only E-Mail the Schedule A to this address if it is being officially submitted.

Please contact your Bureau of Accounts field representative with any problems completing Schedule A.